

**DISPATCH**

S-E-C-R-E-T

PROCESSING ACTION

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK  
CAN JUDGE INDEXING

MICROFILM

TO: Certain Chiefs of Stations and Bases

FROM: SF Career Service Board

SUBJECT: Administrative/Personnel - Advanced Pay Rates for Certain SF Personnel

ACTION REQUIRED - REFERENCES

Under authority of Section 504 of the Federal Salary Reform Act of 1962 and Executive Order 11073, the Civil Service Commission has increased the minimum salary rates and rate schedule for Accountants, grades GS-05 through GS-09. The new rates have been adopted by the Organization in conformance with its general adoption of the principles of the Classification Act of 1949 and amendments thereto and would apply to SF Career personnel who qualify for Accountant, Auditor, Finance Officer and Finance Assistant positions.

To determine who qualifies for the advanced pay rates, the Office of Personnel, in coordination with the SF Career Service, has established standards under which SF personnel with accounting education qualify. Organization qualification standards as established are as follows:

Grade LevelMinimum Requirements

- |        |  |
|--------|--|
| GSF-05 | 24 semester hours or 36 quarter hours of accounting and related subjects at a recognized college, university, or business school above high school level.  |
| GSF-06 | Same as GSF-05 plus 9 months experience in SF Career Service.  |
| GSF-07 | <p>A. BS or AB degree in accounting from a recognized college, university, or business school.</p> <p>B. 36 semester hours or 54 quarter hours of accounting and related subjects at qualified schools as above.</p> <p>C. 24 semester hours or 36 quarter hours of accounting and related subjects at qualified schools as above, Plus 18 months experience in SF Career Service.</p> <p>D. BS or AB degree from a recognized college, university, or school above high school level, Plus or Including 24 semester hours or 36 quarter hours of accounting and related subjects.</p> |

**DEFERRED**

CROSS REFERENCE TO

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Grade LevelMinimum Requirement

- GSF-08 Same as any one of A through D under GSF-07, Plus 9 months experience in SF Career Service.
- GSF-09
- A. Master's Degree in Accounting from a recognized school as above.
  - B. BS or AB degree from a recognized school as above, Plus or Including 24 semester hours or 36 quarter hours of accounting and related subjects, Plus 18 months experience in SF Career Service.
  - C. 24 semester hours or 36 quarter hours of accounting and related subjects at school as above, Plus 3 years experience in SF Career Service.
  - D. Master's Degree from a recognized school as above, Plus or Including 24 semester hours or 36 quarter hours of accounting and related subjects.

Accounting and related subjects including business or commercial law, taxation, and financial economics courses such as Money and Banking, but not other economics courses.

3. Please advise SF Career Personnel at your Station or Base of the above information. If any employee believes he would qualify under the above criteria, please have him submit an official transcript to Headquarters.

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Field Distribution:

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